



**TOWN OF WILTON  
WILTON WATER WORKS MEETING  
DRAFT MINUTES**

**DATE:** January 29, 2015  
**TIME:** 6:30 P.M.  
**PLACE:** Wilton Town Hall Courtroom

**PRESENT:** Tom Schultz Commissioner and Chairman, Steve Elliot Commissioner, William Condra Commissioner, Mike Bergeron Superintendent, Jeffrey McClure representing Weston and Sampson, Sorrell Downing Secretary filling in for Joanna Eckstrom Secretary (absent).

**REGULAR MEETING**

Chairman Schultz opened the session to order at 6:40 PM.

**Review of Minutes:**

Minutes from December 18, 2014 were reviewed. Mr. Schultz asked if there were any comments and heard none.

*A MOTION was made by Mr. Elliott and SECONDED by Mr. Condra to approve the Minutes for 12-18-14.*

*Voting: 3 ayes; motion carried unanimously.*

**Presentation by Jeffrey McClure of Weston & Sampson:**

Mr. McClure is the Project Manager working with the Wilton Water Works on the Asset Management project where Wilton was one of 12 communities in the state to receive the \$24000 from DES. This will allow communities to plan properly for replacement of assets. Today, January 29, 2014 was the official "kick off" of the project. By May 1, 2015 Wilton Water Works and Weston & Sampson need to show significant progress to stay within requirements of grant.

Mr. McClure and Mr. Bergeron spent the afternoon of 1/29/15 getting Mr. McClure up to speed on the workings of the Wilton Water Works and mapping with the Water Pointing

1 Network which is run on an iPad. Mr. McClure will assist Mr. Bergeron for up to 20  
2 hours with entering and editing data. The project should only take four months.

- 3
- 4 • Mr. Elliott asked how one can know what is below the ground? Mr. Bergeron  
5 said that he uses a combination of paper maps and historical knowledge to  
6 identify pipes below the ground.
- 7
- 8 • Valves can be entered in to system accurately based on what we know about the  
9 valves or what we can learn by troubleshooting; i.e.: How many turns, can tell us  
10 what size valve.
- 11
- 12 • All the data that is entered can be edited.
- 13
- 14 • Mr. Bergeron may have to wait until snow clears to gather real data for mapping  
15 but this still is within timeframe allowed by state.
- 16

17 The State of NH (with requirements to the grant) would like to see:

- 18
- 19 • **A Statement.** This statement is NOT a “Mission Statement” or a “Level of  
20 Service Statement.” Wilton should not create a statement that is too broad or too  
21 loose. Wilton Water Works should ask the question, “What is Wilton Water  
22 Works actively trying to accomplish.” Address topics:
  - 23 ○ Quality of Water; provide testing data?
    - 24 ■ Wilton Water Works is on same aquifer as Monadnock Spring
    - 25 Water.
    - 26 ■ Perhaps Wilton Water Works would like to meet all secondary
    - 27 criteria as well?
    - 28 ■ Wilton water is surface water and has less tuberculation in pipe
    - 29 than a groundwater pipe.
    - 30 ■ When road rebuilt the pipes had picked corrosion inside, this was
    - 31 revealed during a hydrant to hydrant flow test.
  - 32 ○ Frequency of Breaks, Number of Breaks/year
    - 33 ■ Number of breaks is hard to promise, as many of the pipes are
    - 34 older and hard to predict breakage. Older does not necessarily
    - 35 mean they will fail, this really varies from point to point.
    - 36 ■ Some of the lead goosenecks have been replaced. It is hard to
    - 37 know where others are. They do not always contaminate water at
    - 38 faucet however.
    - 39 ■ Mr. McClure suggested Wilton keep a map of all the breaks and
    - 40 mark with pin and as more and more breaks happen, it becomes
    - 41 clear which pipe is bad and needs to be replaced.
  - 42 ○ Interruption of Service. Wilton Water Works has a new generator to
  - 43 prevent interruption of service. 24/7 Service for Water is also a feature to
  - 44 be highlighted.
  - 45 ○ Rebuild Infrastructure
    - 46 ■ Replace X feet of pipe

- 1                   ▪ Repair and service wells – How often?
- 2                   ▪ Upgrade Meters – How many/year and what are advantages?
- 3           ○ Expand Customer Base
- 4                   ▪ Mr. Condra expressed the desire to expand the availability of
- 5                   Wilton Water Works to more Wilton residents. Wilton Water
- 6                   Works is only using 1/3 of **its** capacity currently.
- 7                   ▪ Mr. Elliott said we would need a higher elevation and more storage
- 8                   capacity to meet a larger customer base.
- 9           ○ Cost/Affordability of Water; Wilton Water Works has lowest (or one of
- 10           them) in the state.
- 11                   ▪ The average usage of Water in New Hampshire is 67389 gallons.
- 12                   The average water rate in New Hampshire is \$423. The Town of
- 13                   Wilton water rate is \$226/year.
- 14                   ▪ Pennichuck Water customers pay between \$700 and \$800/year.
- 15                   They are about 1-1.5 years away from connecting Nashua to
- 16                   Manchester.
- 17                   ▪ The Town of Wilton MHI is \$77,558 and the state
- 18                   recommendation is that water rates are 1% of MHI. This would
- 19                   make the state suggested water rate for Wilton at \$755. This MHI
- 20                   for Wilton was surprisingly high but Mr. Schultz suggested it was
- 21                   due to wealthier families moving to Wilton for the private schools.
- 22   • **Inventory Criticality.** Mr. McClure says this will be one of his portions to be
- 23   completed by end of February.
- 24   • **Budgeting.** Mr. McClure says this will be one of his portions to be completed by
- 25   mid-March.
- 26   • **Rate Analysis.** This will be discussed after other information is obtained.
- 27   • **Final Report.** This will be prepared by mid-April or May 1 by Weston and
- 28   Sampson.
- 29

30 Mr. McClure expressed his gratitude for sharing this project with Wilton Water Works.  
31 He hopes that collecting all this data will help Wilton Water Works with future grants as  
32 well. The collection of data is helpful for not only the current board but as there often is  
33 high turnover of board members, this information makes for smoother transitions.

34  
35 Mr. McClure will give a presentation in his next visit called, “What is Asset  
36 Management” and this will be open to the public.

37  
38 Mr. Schultz stated this will need to be posted in the *Milford Cabinet* and the Town of  
39 Wilton Selectmen should attend.

40  
41 Mr. McClure departed at 7:40 PM.

#### 42 43 **A/R and A/P Discussion:**

44 A Profit and Loss/Budget Performance Report was prepared by Ms. Atwood. Mr. Elliott  
45 stated the figures are confusing. \$20,000 needs to be received and put back into Capital

1 Reserve Fund for the generator. The paperwork has been submitted for this  
2 reimbursement.

3  
4 \$268,365.82 is the actual expenses for 2014. The budgeted amount was \$261,460.  
5 Wilton Water Works appears to be over budget. Mr. Schultz stated no one is reporting  
6 Wilton Water Works to be over budget and all bills are being paid. Mr. Elliott asked  
7 Mrs. Atwood prior to meeting where the money comes from that pays the Wilton Water  
8 Works bills, and she reported she would need to ask the Town accountant but she  
9 believed it was a general account.

10  
11 Mr. Elliott would like to see a private firm hired to do the billing for the Wilton Water  
12 Works. Wilton Water Works paid \$8000 to Ms. Farrell's office and \$2000 to Accounting  
13 in 2014.

14  
15 Mr. Condra expressed concern over charging customers \$5509 in penalties. He also  
16 questioned, "Did the Wilton Water Works have unexpended funds in 2013?"

17  
18 Ms. Tuomala has added \$1000 for liability insurance to the proposed budget line 3000.  
19 This shows up on some reports and not others. This insurance is for the pump station and  
20 the Town of Wilton owns the pump station and perhaps they should pay this? It was  
21 agreed that it was reasonable for Wilton Water Works to pay this.

22  
23 Mr. Condra suggested Wilton Water Works consider a rate increase if we are  
24 overspending. Clarification of numbers is needed because some reports have different  
25 numbers. The procedure for increasing the rate would be to hold a public hearing and  
26 then board members vote after the hearing to set the rate increase.

27  
28 Mr. Elliott stated we are running a deficit and we need to plan for paying that deficit with  
29 our Capital Reserves but going forward we may need to increase rates.

30  
31 Mr. Schultz stated with Wilton Sewer Department will be raising rates by \$100/year and  
32 since the Water and Sewer bills are sent together, a water rate increase could pose a  
33 hardship to customers.

34  
35 Mr. Schultz agreed to use the Capital Reserve accounts to pay the deficit. The accounts  
36 are set up generically so this should not be a problem moving money. Mr. Schultz to  
37 clarify the final numbers and how Wilton Water Works has been paying bills without  
38 pushback.

39  
40 **Superintendents Report**

41  
42 Mr. Bergeron obtained several options for maintenance of the generator. The annual fee  
43 of \$425 for general maintenance was agreed upon.

44  
45 *A MOTION was made by Mr. Elliott and SECONDED by Mr. Condra to accept the*  
46 *Powers Generator Maintenance contract at \$425/year for general maintenance.*

1  
2 *Voting: 3 ayes; motion carried unanimously*

3  
4 Mr. Bergeron has been working 2.5 days on iPad using the Water Pointing Network  
5 Software. He has “dropped anchors” (which means laid out) the water main. Tim  
6 Moore, the creator of the software, has walked Mr. Bergeron through the use of the  
7 system.

8  
9 The parts for the new meter for the Abbot well have been received. Mr. Bergeron plans  
10 to install mag meter soon.

11  
12 There is some confusion over hydrants. Wilton Water Works needs an accurate count;  
13 100 or 99? Ms. Atwood to issue refund if necessary. Mill Street has two close together  
14 as requested by the Fire Chief.

15  
16 Mr. Bergeron has located with gate house at the Dam on Sand Hill Road. Eric, from  
17 HTE, assisted and Charlie McGettigan provided background history. Mr. Bergeron  
18 located a schematic of the gate house which revealed the layout of the two intakes. The  
19 water leakage is through the bedding. The best corrective measure will be clay or  
20 concrete. Mr. Bergeron does not think it is an earthen problem but more of a pipe  
21 problem. There is a hesitation to pull the pipe due to sedimentation. Monadnock Survey  
22 will be subcontracted to HTE for mapping.

23  
24 **Inter - Municipal Agreement:**

25 The Sewer Commissioners declined to talk.

26  
27 **Other Business:**

28 The draft version of the Wilton Water Works page for the town report was circulated  
29 with photo of the generator. It was agreed to

- 30       • add 54,000,000 gallons were pumped  
31       • identify the Asset Management Grant liaison as Weston and Sampson

32  
33 Mr. Condra announced Mr. Edelblut will be running for Wilton Water Works  
34 Commissioner.

35  
36 *A MOTION was made by Mr. Condra and SECONDED by Mr. Elliott to adjourn the*  
37 *meeting at 8:40 PM*

38  
39 *Voting: 3 ayes; motion carried unanimously.*

40  
41 The next meeting will be February 26, 2015 at 6:30 PM in the Town Offices, Courtroom.  
42 Wilton, NH

43  
44 Respectfully Submitted,  
45 Sorrell Downing  
46 Secretary for Joanna Eckstrom